



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE

DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: WWW.DPR.DELAWARE.GOV

PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, August 9, 2010 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B, Cannon Building
MINUTES APPROVED:	September 13, 2010

MEMBERS PRESENT

Jill Fuchs, President
Keith Rudy, Vice-President
Richard Snyder, Secretary
Leslie Persans, Education Officer
James Brockton
Victor Kennedy
Kathleen Bartron
Kevin Reinike

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Eileen Heeney, Deputy Attorney General
Gayle Melvin, Administrative Specialist III

MEMBER ABSENT

Charlie Eggleston, Complaint Officer

CALL TO ORDER

Ms. Fuchs called the meeting to order at 9:07 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the July 12, 2010 meeting. Mr. Kennedy made a motion, seconded by Mr. Brockton to approve the minutes. The motion was unanimously carried.

UNFINISHED BUSINESS

Discussion: Proposed Revisions to the Rules and Regulations

Ms. Heeney reported that she had been working on completing Form 312 with HUD and was advised that Rule and Regulation 9 on installation standards needs to be revised to include the HUD standards. She provided Board members with a copy of proposed revisions for review. Ms. Persans made a motion, seconded by Ms. Bartron to schedule the next meeting for September 13, 2010 and to pick up the discussion to move these proposed revisions into the rules and regulations. The motion was unanimously carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Ms. Persans advised that three staff members from her office would be attending the continuing education course next week. Mr. Snyder indicated that he would also be attending. A brief discussion was held about a decrease in the number of licensees after the renewal.

PUBLIC COMMENT

There was no public comment at this meeting.

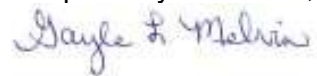
NEXT SCHEDULED MEETING

The next meeting was scheduled for September 13, 2010 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Bartron made a motion, seconded by Mr. Brockton to adjourn the meeting. The motion was unanimously carried. The meeting adjourned at 9:55 a.m.

Respectfully submitted,



Gayle L. Melvin
Administrative Specialist III